



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS**

GEORGE P. KAZEN
CHIEF U.S. DISTRICT JUDGE

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Welcome to the Bar of the United States District Court for the Southern District of Texas.

This Manual will give you an overview of the structure and operation of our Court, including the various departments and the various responsibilities of the staff. Particular emphasis is placed on matters affecting the relationship between the Bar and the judges of this Court and the processing of litigation.

Thorough knowledge of the local rules is vital. Familiarity with our internal procedures and practices will save you time, avoid headache and heartache, and make you a more effective advocate for your client.

Best wishes to you.

Sincerely,

A handwritten signature in cursive script, reading "George P. Kazen". The signature is written in dark ink and is positioned above the printed name and title.

George P. Kazen
Chief Judge